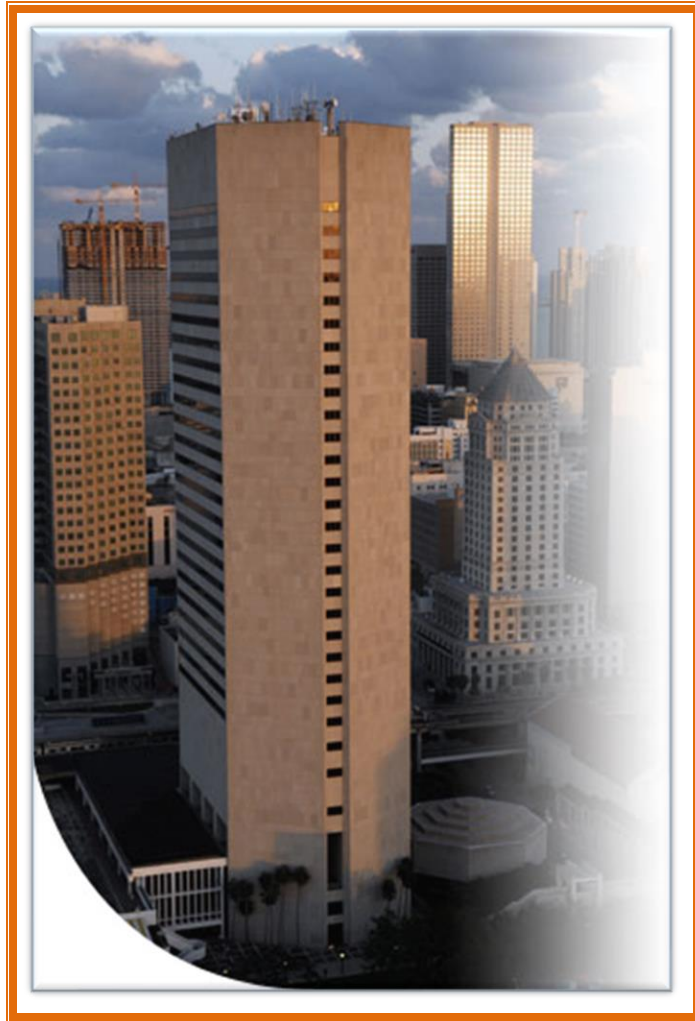


KNOW YOUR COUNTY GOVERNMENT

A COUNTY EMPLOYEE'S GUIDE TO MIAMI-DADE COUNTY GOVERNMENT



Presented by:

HUMAN RESOURCES DEPARTMENT
TRAINING & DEVELOPMENT UNIT



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INTRODUCTION

What will I learn from this course?

- Prepares Miami-Dade County employees to be ambassadors for the County.
- Familiarizes employees with Miami-Dade County history.
- Provides information on what different County departments do.

This course provides the

- County Perspective
 - To provide and access County information in order for you to be more knowledgeable and responsive to residents' concerns.
- Employee Perspective
 - To broaden the employee's knowledge with regard to how we all provide value to the County and ourselves.

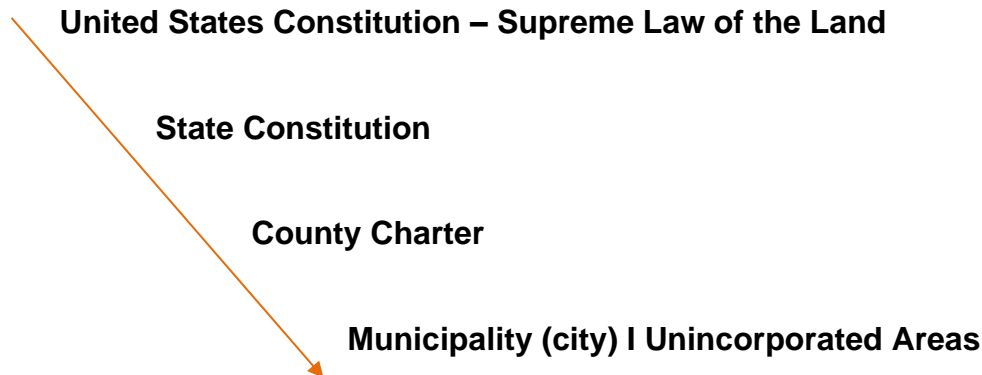
HISTORY OF MIAMI-DADE COUNTY GOVERNMENT

All the History That Fits On One Page

- 1845 Florida was admitted to the Union with fewer than 150 voters.
- 1875 US Government builds a house of refuge on Miami’s beach to provide shelter for people who were shipwrecked since the area was so isolated and underdeveloped.
- 1896 Arrival of Henry Flagler’s Florida East Coast Railroad & construction of the Royal Palm Hotel. Miami incorporated as a city with 343 voters.
- 1956 A statewide election amended the State of Florida’s Constitution to grant Dade County voters the authority to create a Home Rule Charter.
- 1957 The Dade County electorate adopted the County Charter on May 21, 1957. The new charter formed the unique “metro” form of government, including a Board of County Commissioners with the power to levy taxes, create ordinances, commission districts, and municipalities.
- 1996 On March 12, 1996, County voters amended the charter to:
- Add an independent Commission on Ethics and the Public Trust to the Citizens’ Bill of Rights.
 - Create an Executive Mayor position.
- 1997 On November 13, 1997, voters changed the name of “Dade County” to “Miami-Dade County” to acknowledge the international name recognition of Miami.
- 2007 On January 2007, voters created a Strong Mayor position.



MIAMI-DADE COUNTY GOVERNMENT STRUCTURE



Since the adoption of the metropolitan form of government in 1957, Miami-Dade County has had a modified two-tier (or level) system for governance.

Miami-Dade County (upper tier)

- Is a subdivision of the state government. Counties were first created by states to serve as state offices close to where people lived.
- Is defined as “Control of common affairs ... granted to and maintained by a central authority.”
- Forms the upper tier in our “two-tier” system of Government and provides area-wide functions.
- The County government provides major metropolitan services for all County residents – examples include traffic engineering, property assessment/tax collection, airport & seaport, water & sewer, and solid waste disposal.
- Provides city-type services, such as police protection, garbage & trash collection, planning and zoning enforcement, for residents of the unincorporated areas (areas outside the cities).

Cities (lower tier)

- All counties in Florida have at least one incorporated city (municipality) within their borders.
- “Incorporated” means cities have legal status to transact government business much as a private corporation.
- Most cities provide their own police & fire protection, parks & recreation, and planning & zoning.

Municipalities

1. Aventura
2. Bal Harbour
3. Bay Harbor Islands
4. Biscayne Park
5. Coral Gables
6. Cutler Bay
7. Doral
8. El Portal
9. Florida City
10. Golden Beach
11. Hialeah
12. Hialeah Gardens
13. Homestead
14. Indian Creek
15. Key Biscayne
16. Medley
17. Miami
18. Miami Beach
19. Miami Gardens
20. Miami Lakes
21. Miami Shores
22. Miami Springs
23. North Bay Village
24. North Miami

-
- 25. [North Miami Beach](#)
 - 26. [Opa-locka](#)
 - 27. [Palmetto Bay](#)
 - 28. [Pinecrest](#)
 - 29. [South Miami](#)
 - 30. [Sunny Isles Beach](#)
 - 31. [Surfside](#)
 - 32. [Sweetwater](#)
 - 33. [Virginia Gardens](#)
 - 34. [West Miami](#)

Unincorporated Areas

- Are the areas outside of cities - part of the County but not incorporated into a city.
- Residents have only one (1) level of government (as opposed to city residents) resulting in a “modified” two-tier system of government. They have no local-based decision-making process (no city council) and depend on the County Commission and the Mayor for city-type governance.
- County provides city-type services, such as police protection, garbage & trash collection, planning and zoning enforcement.

MIAMI-DADE COUNTY OFFICIALS

County Mayor

The County Mayor:

- Is elected through a countywide vote and is not a member of the Commission.
- Has the power to veto actions of the Commission within ten days of their adoption.
- Appoints the Chiefs.
- Has the power to remove the Chiefs.
- Is term limited to two consecutive four-year terms.
- Delivers each year a State of the County Report (address) (usually in January) and a budget address (usually in September).



Mayor Daniella Levine Cava

Board of County Commissioners (BCC)

Miami-Dade County is structured into thirteen equally populated districts. One County Commissioner is elected from each of the thirteen districts to serve a four-year term. Voters choose only from among those candidates running in their districts.

Commissioners are chosen in non-partisan, single-district elections and serve four-year terms in staggered elections. The election of Commissioners from odd number districts was held in 2018. The next election of Commissioners from even number districts will be held in 2020. The BCC:

- Sets policies and establishes laws for the County through ordinances (rules) and resolutions (policies).
- Reviews and adopts comprehensive development plans for the County.
- Provides public transportation systems, regulates utilities, adopts and enforces building codes, and establishes zoning controls.
- Provides public health facilities, cultural facilities, and housing programs.
- Can levy and collect taxes, borrow and expend money, and issue bonds.
- Can take no action unless a majority of Commissioners currently serving in office is present. All meetings are open to the public.

- May override the Mayor’s veto at the next regularly scheduled meeting by a two-thirds vote.
- The Board of County Commissioners appoints a Commissioner to serve as Chairperson of the 13-member Miami-Dade Board of County Commissioners.

County Attorney

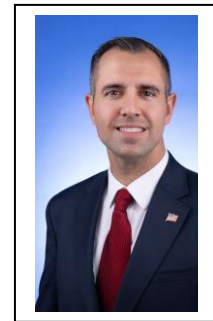
The County Attorney is appointed by the Board of County Commissioners and heads the County Attorney’s Office. The County Attorney serves as legal counsel to the Board of County Commissioners, Mayor, and all County departments, offices, and agencies.

County Clerk of Court and Comptroller

The Clerk of Courts serves as:

- Ex-Officio Clerk of the Board of County Commissioners
- County Recorder

- County Auditor
- Custodian of all County Funds
- Custodian of all records filed with the Court



Juan Fernandez-Barquin, Clerk of the Court and Comptroller

Property Appraiser

The Property Appraiser is an elected official of the State of Florida charged with determining the value of all property within the county for tax purposes, with maintaining certain records connected therewith, with granting exemptions, and with satisfying all related statutory requirements.



Pedro J. Garcia

Board of County Commissioners



Oliver G. Gilbert, III
District 1



Marleine Bastien
District 2



Keon Hardemon
District 3



Micky Steinberg
District 4



Eileen Higgins
District 5



Kevin M. Cabrera
District 6



Raquel A. Regalado
District 7



Danielle Cohen Higgins
District 8



Kionne L. McGhee
District 9



Anthony Rodriguez
District 10



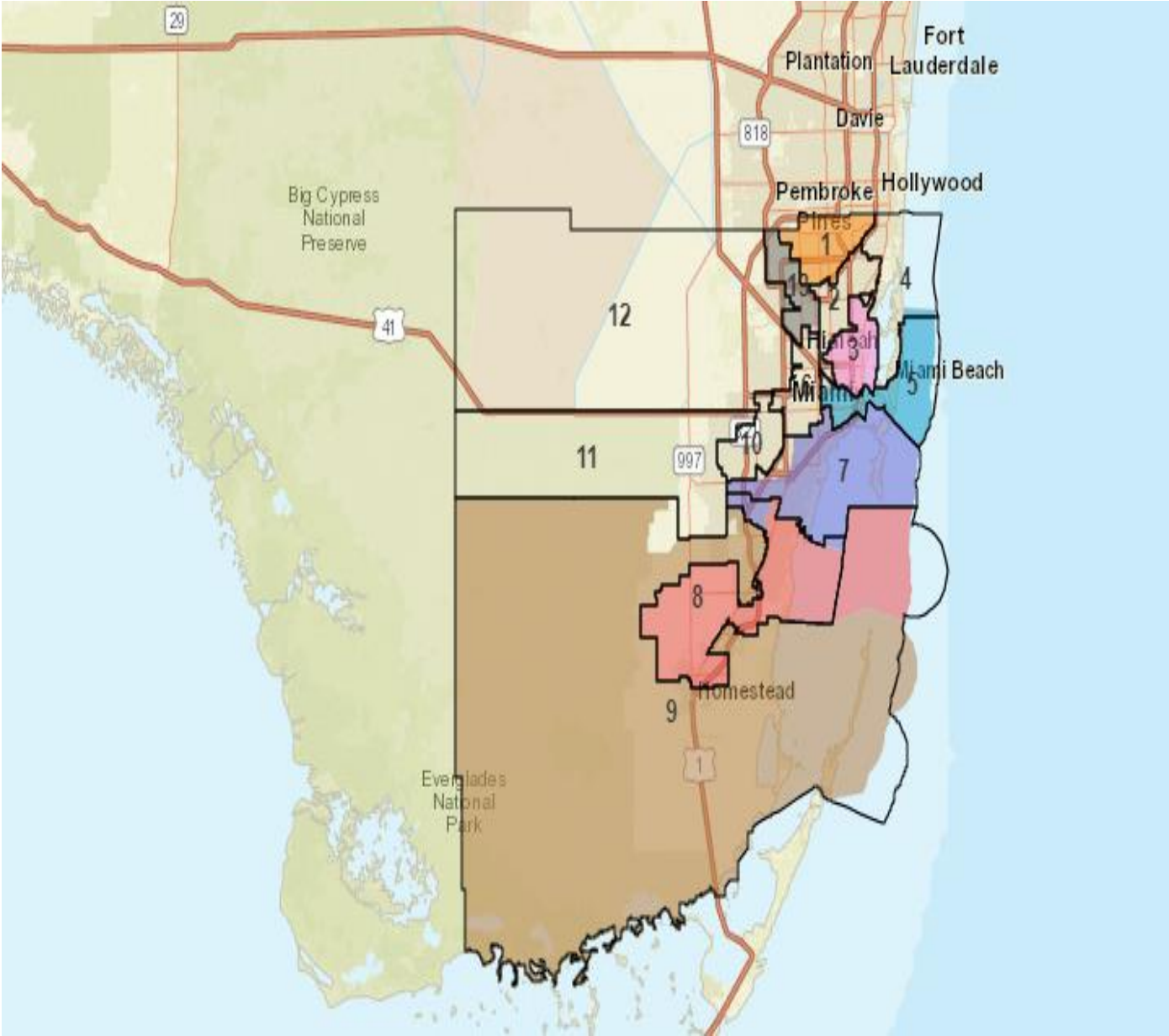
Roberto J. Gonzalez
District 11



Juan Carlos Bermudez
District 12



Rene Garcia
District 13



STRATEGIC PLAN

The strategic plan is like a “game plan” for the County. The Mission Statement, Guiding Principles and Strategic Themes are the cornerstones of that game plan, describing who we are, where we want to go, and the manner in which we will strive for our goals. A Strategic Plan helps County employees work toward a common vision so that their efforts result in value to the public.

The strategic plan was developed with community and department participation. As County departments develop their business plans and budgets, they align them with our strategic plan, truly reflecting “The People’s Vision: The County’s Mission.”

Miami-Dade County's Vision Statement

A thriving Miami-Dade built on a foundation of innovation, care for people and the environment, and full and fair economic development and opportunity, while facilitating broad input to shape a resilient future.

What is a Mission Statement?

It serves to identify overall purpose of organization, identify customer/stakeholders, helps identify customer and stakeholder needs, expectations, and requirements, and leads to the development of performance measures.

Miami-Dade County's Mission Statement

To provide effective and efficient resident and business services that: respond to community priorities and needs; help all our residents and businesses to prosper and thrive; make our community safe and more resilient; and build trust and collaboration inside and outside county government.

What are Guiding Principles?

They guide decision-making at all levels of organization, express common values embraced by organization, are powerful instruments for changing organizational culture, express basic beliefs about conditions under which people work best, steer leaders to establishing the structures and systems to make the vision a reality, and address weaknesses and decision-related behaviors.

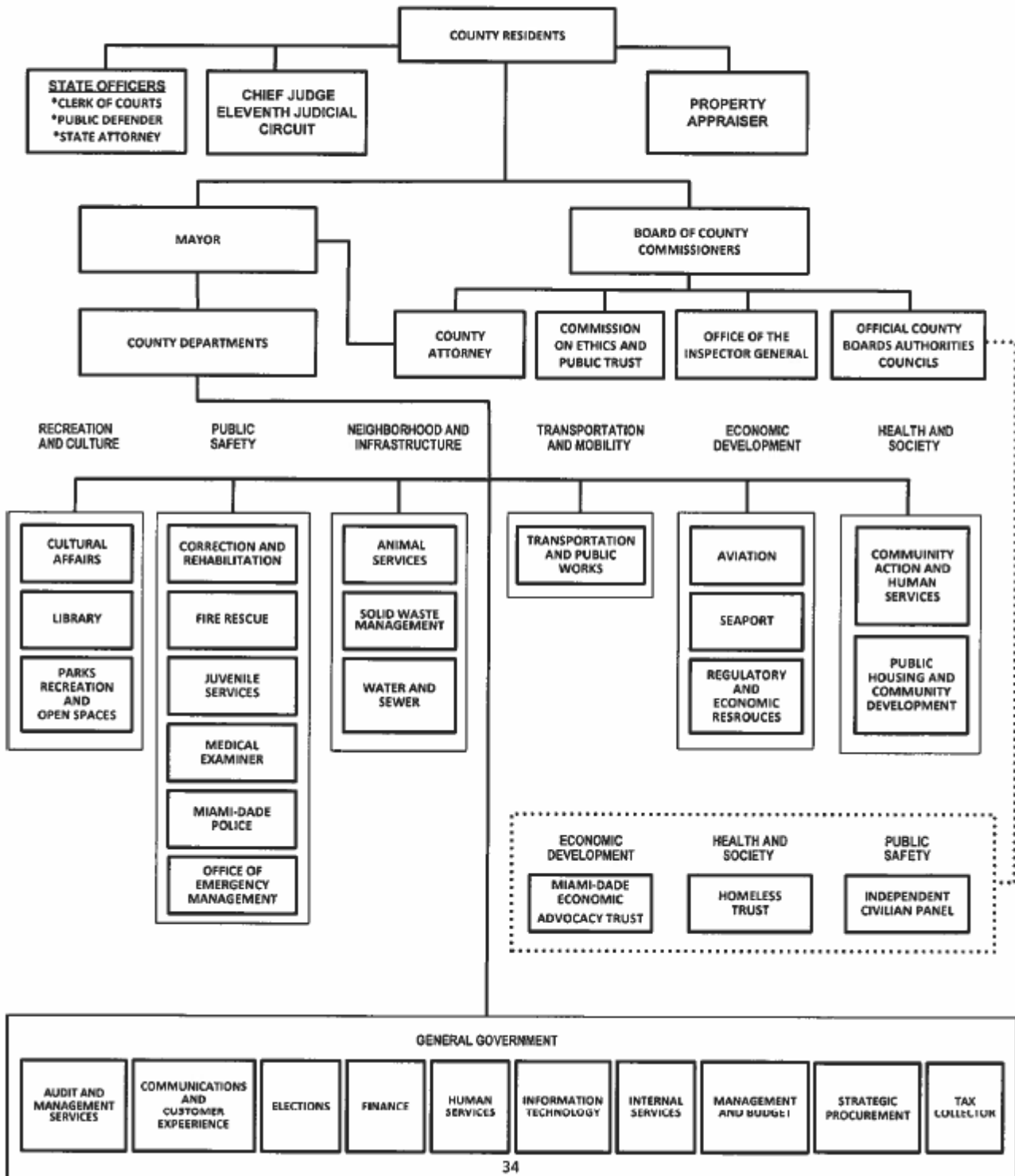
Miami-Dade County's Guiding Principles

- Efficient
- Solution-focused
- Welcoming
- Agile
- Inclusive
- Open and transparent
- Respectful
- Kind

For information about Miami-Dade County's Strategic Plan, please contact:

Management & Budget
111 N.W. 1st Street, 22nd Floor
Miami, Florida 33128
E-mail: stratplan@miamidade.gov

MIAMI-DADE COUNTY
TABLE OF ORGANIZATION
 by STRATEGIC AREA
 2022-23



MIAMI-DADE COUNTY FACTS

- Cruise ship capital of the world; 12th busiest cargo container port in the U.S.
- Largest U.S. airport for international passengers and international cargo
- Financial Capital of Latin America and the Caribbean
- 42+ State licensed foreign bank agencies with \$13.2+ billion in deposits
- 684+ Commercial banks including their county branches
- 1,100+ Multinational corporations
- 100+ foreign consulate offices

Population: 2.8+ million (The total population of the 34 municipalities is over 1,300,000)

Location: Miami-Dade County encompasses more than 2,000 square miles (larger than the states of Rhode Island and Delaware) located along the southeast tip of the Florida Peninsula. One-third of Miami-Dade County is located in Everglades National Park; bounded by Biscayne Bay and the Atlantic Ocean to the east, Everglades National Park to the west, the Florida Keys to the south, and Broward County to the north.

Miami-Dade County Budget: \$10.371 Billion

Registered drivers: 2,083,017+

Registered vehicles: 1,959,738+

Registered voters: 1.6+ million

Registered boats: 74,622+

Gallons of water used daily: 300,000,000+

Agricultural Economic Impact: \$2.7+ Billion

Volumes in Public Library: 3.05+ million

WEB SITE PORTAL

Did you know that the following information is available on www.miamidade.gov or one of its direct links:

1. Find County job postings
2. Find info on property taxes
3. Get a voter registration application
4. Find info on crime statistics
5. Order recycling bins
6. Find information on Employee training programs
7. Apply for a library card
8. Obtain flight information
9. Obtain transit information
10. Find info on the Strategic Plan
11. Pay your water bill
12. Pay a parking ticket
13. Locate a park
14. Find info on Employee Benefits
15. Check traffic reports
16. View fire dispatch reports
17. Schedule a bulky waste pickup
18. Conduct an inmate search
19. Find out who the department directors are
20. Get info on adopting a pet...and much, much more!

TRAINING & DEVELOPMENT

Training & Development is an internal, customer service-focused educational program serving the employees of Miami-Dade County. Its mission is to fully support and promote the goals and mission of Miami-Dade County government by providing comprehensive quality programs that will increase the skills and knowledge of Miami-Dade County employees to better serve the community at large. It serves as a major intellectual and creative resource to employees and customers by developing strategic partnerships with County departments, educational institutions, and governmental entities.

Key Benefits include:

- Customization of educational programs for specific departmental needs.
- Delivery of educational services to most County sites.
- Utilization of different types of distance learning modes.
- The coordination of external training for departments.
- Provides effective and efficient use of training dollars by eliminating duplication costs.

Take an opportunity to review the current curriculum listed on the following page.

Also, you can also receive information concerning:

- Tuition reimbursement for County employees
- Complete listing of Miami-Dade County job opportunities
- Comprehensive information that explains Miami-Dade Personnel Procedures and Policies

Human Resources Department
Training & Development Unit
111 NW First Street, Suite 2110
Miami, Florida 33128
(305) 375-3713
(305) 375-4138 (fax)
(305) 375-5645 (TTY)

<https://www.miamidade.gov/global/humanresources/training/home.page>

TAKE CHARGE OF YOUR FUTURE TODAY!

Human Resources Department

Training and Development - Products and Services

<https://www.miamidade.gov/global/humanresources/training/home.page>

Supervisory Leadership Development Program (SLDP)

| | |
|-------------------------------|---|
| Developing Others | Problem Solving and Technical Credibility |
| Teamwork and Group Leadership | Decisiveness |

Frontline Leadership Development Program (FLDP)

| | |
|------------------|---|
| Customer Service | Problem Solving and Technical Credibility |
| Communication | Continual Learning |

Professional Development Clinics (PDC)

| | |
|--|---|
| Conflict Management Relations (CMR) | Creative Problem Solving Strategies (PROB) |
| Employee Recognition (RECG) | Lean Six Sigma Yellow-Belt (LSYB) |
| Leadership (LEAD) | Highly Effective Teams (HET) |
| The Secret Behind Motivation & Delegation (MODE) | Making Meetings Work (MMW) |
| Engaging Employees In Changing Times (EECT) | Managing Multi-Generational Employees (MGE) |
| Managing Up (MUP) | Marketing Your Department (MKT) |
| | Managing Across (MAS) |

Communications Certificate Program (CCP)

| | |
|---------------------|----------------------------|
| Grammar Essentials | Writing for Government |
| Writing for Results | The Art of Public Speaking |

Expanded Classes

| | |
|--|---|
| Progressive Discipline (DIS) | Proactive Performance Appraisal (PPA) |
| Business Writing Level I (BUS LI) | Supervisory Safety (SUS) |
| Customer Service and Communication (CSC) | Business Writing Level II (BUS LII) |
| Violence in the Workplace (VIW) | Mediating Workplace Disputes (MWD) |
| Dealing with Difficult People (DWDP) | Structured Interview & Selection Techniques (STI) |
| Art of Oral Presentation (AOP) | Maintaining Work-Life Balance (MWLB) |
| | Orientation to Personnel Procedures (OPP) |

e-Learning Classes

| | |
|---|----------------------------------|
| Customer Service & Communication (CSCN) | Interviewing Made Easy (IMEN) |
| Stress Management Skills (STMN) | Time Management Skills (TMSN) |
| Valuing Cultural Diversity (VCDN) | Violence in the Workplace (VIWN) |
| Resume Writing (RESN) | |

Basic Classes

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|------------------------|--|
| Grammar Writing (GRMN) | |
|------------------------|--|

New Employee Orientation Program (NEO)

| | |
|--|---|
| New Employee Orientation (NEO) - Class | Ethics (ETHN) – Online |
| Service Excellence (SE) – Online | Know Your County Government (KYCG) - Online |
| Secure IT- Online | Keys to Unlocking County Services (KUCS) - Online |
| Employee Protection Ordinance (EPO) - Online | Diversity Ordinance - Online |

ADMINISTRATIVE ORDERS

POLICY: The Mayor has the power to issue and place into effect administrative orders, rules, and regulations. Administrative Orders establish operating methods and administrative policies and procedures; establish fees that departments charge to the public; and establish or revise the organizational structure of County departments. Generally, they should relate to more than the department, or govern contacts between departments, and should be of a relatively permanent nature. Department directors are encouraged to submit proposed administrative orders, which will improve management procedures. Administrative orders do not become effective until approved by the Board of County Commissioners.

| A.O. Number | Effective Date | Title |
|-------------|----------------|---|
| 1-1 | 1/21/1992 | Administrative Orders |
| 1-3 | 3/27/1992 | Gifts to the County |
| 2-1 | 12/1/1962 | Items for Commission Action |
| 2-2 | 12/1/1962 | Request for Legal Opinion |
| 2-3 | 3/1/1977 | Facsimile Signature |
| 2-4 | 12/3/1985 | Tort Liability Claims Settlements |
| 2-5 | 8/4/2000 | Code Enforcement |
| 2-6 | 12/5/1995 | Disclosure of Interest Form (Zoning Application) Department of Planning, Development and Regulation |
| 2-7 | 8/4/2000 | Emergency Code Enforcement Remediation and Mitigation Fund |
| 2-8 | 5/16/2008 | Ethical Campaign Practices – Expedited Hearing Procedure |
| 2-9 | 12/10/2004 | Restitution for Ethics Violations |
| 3-1 | 12/1/1962 | Budget Amendments and Transactions |
| 3-3 | 7/20/2001 | Black Business Enterprise Program for the Purchase Goods and Services |
| 3-5 | 12/1/1962 | Memberships in Professional Organizations |
| 3-6 | 12/19/1995 | Petty Cash |
| 3-7 | 5/6/1997 | Disposition of Audit Reports |
| 3-8 | 7/7/1981 | Transportation Administration |

| | | |
|------|------------|---|
| 3-9 | 4/19/1983 | Write-Off Accounts Receivable Arising from User Charges |
| 3-11 | 5/23/1989 | Art in Public Places Program Implementation and Fund Transfer Procedure |
| 3-13 | 7/29/1993 | Revocation and Refusal to Renew Occupational Licenses of Entities Doing Business with Cuba in Violation of Federal Law |
| 3-15 | 11/16/1993 | Uniform Minimum Standards for County-Wide Application, Assessment, Monitoring and Management Evaluation and Performance Review of Community Based Organizations (CBOs), All Other Non-Profits, and Other Organizations Providing Community Services |
| 3-17 | 7/20/2001 | Hispanic Business Enterprise Program for the Purchase of Goods and Services |
| 3-18 | 7/20/2001 | Women Business Enterprise Program for the Purchase of Goods and Services |
| 3-19 | 10/6/1994 | Prompt Payment |
| 3-20 | 7/2/1996 | Independent Private Sector Inspector General (IPSIG) Services |
| 3-21 | 6/15/2001 | Bid Protest Procedures |
| 3-22 | 8/3/2001 | Community Small Business Enterprise (CSBE) Program for the Purchase of Construction Services |
| 3-23 | 7/8/1997 | Anti-discrimination in Contracting, Procurement, Bonding, and Financial Services Activities |
| 3-24 | 8/4/2000 | Responsible Wages and Benefits for County Construction Contracts |
| 3-25 | 5/1/1998 | Surcharge Fee on Municipalities and Quasi-Governmental Entities Utilizing Joint Purchase Provisions for the Purpose of Procuring Goods and Services |
| 3-26 | 8/4/2000 | Establishing the Threshold and Guidelines for Feasibility and Value Analysis/Engineering VA/E Studies for Miami-Dade County Construction Projects |
| 3-27 | 2/8/2002 | Cone of Silence |
| 3-28 | 2/12/1999 | Classifying, Tracking, Monitoring, and Reporting All Change Orders on Miami-Dade County Construction Projects |
| 3-29 | 6/2/2000 | Prohibiting County Contracting with Individuals and Entities Who are in Arrears to the County |
| 3-30 | 8/4/2000 | Living Wages Requirement for County Service Contracts |
| 3-31 | 2/4/2001 | Taping Procedures for all Proceedings of Selection and Negotiation Committees |
| 3-32 | 6/15/2001 | Community Business Enterprise (CBE-A/E) Program for the Purchase of Professional Architectural, Landscape Architectural, Engineering, or Surveying and Mapping Services |

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| 3-34 | 6/29/2001 | Formation and Performance of Selection Committees |
| 3-35 | 7/19/2002 | Purchasing Card Program |
| 3-36 | 8/2/2002 | Programming Partnerships |
| 3-37 | 11/14/2003 | Community Workforce Program |
| 3-38 | 7/1/2005 | Master Procurement Administrative Order |
| 3-39 | 6/23/2003 | Standard process for construction of Capital improvements, acquisition of professional services, construction contracting, change orders and reporting |
| 3-41 | 4/29/2005 | Small Business Enterprise (SBE) Program for the Purchase of Goods and Services |
| 3-42 | 10/28/2005 | Evaluation and Suspension of Contractors and Consultants |
| 3-44 | 2/8/2007 | Infill Housing Initiative |
| 3-48 | 7/27/2008 | Miami International Airport North Terminal Development Procurement |
| 4-4 | 11/30/2001 | Dante B. Fascell Port of Miami-Dade Tariff No. 010 |
| 4-15 | 12/15/1966 | Racing Permit Fees |
| 4-23 | 11/4/1980 | Use of Data Processing Equipment and Products to Obtain Tax Roll Information |
| 4-33 | 10/1/2000 | Fee Schedule for Miami-Dade Police Department |
| 4-34 | 3/1/1977 | Permitting of Film and Video Tape Productions |
| 4-41 | 10/1/2000 | Schedule of Fees for Permits for Public Works Construction and Other Public Works Related Items |
| 4-42 | 10/1/2001 | Fee Schedule for the Department of Environmental Resource Management |
| 4-43 | 7/23/1991 | Animal Trades and Sales |
| 4-44 | 7/10/1990 | Trading of Plants and / or Landscape Materials or Supplies |
| 4-46 | 5/21/1991 | Schedule of Fees for Permits for the Movement of Oversize and /or Overweight Vehicles and Charges for Personnel and Equipment |
| 4-48 | 7/1/1990 | Fees Charged to the Public for Examining and Duplicating Records |
| 4-49 | 11/7/1989 | Fees to be Charged for Verifying Liens on Real Property |
| 4-50 | 11/30/2001 | Appointment, Licensing and Bond of Stevedores |
| 4-51 | 10/1/1998 | Animal Care & Control Fees |

| | | |
|-------|------------|---|
| 4-56 | 10/1/2001 | Schedule of Fees and Tolls for the Venetian Causeway |
| 4-57 | 7/17/1998 | Rickenbacker Causeway Toll Fees |
| 4-60 | 5/7/1991 | Schedule of Fees for Permits for Public Works Construction (Explosives) |
| 4-63A | 4/5/2002 | Building Department Fee Schedule |
| 4-66 | 4/6/1982 | Charges for Use of Cooperative Extension Auditorium |
| 4-68 | 10/1/2001 | Schedule of All Service Levels and Fees for the Miami-Dade County Department of Solid Waste Management |
| 4-76 | 5/31/2002 | Pollworkers, Troubleshooters, Verification Specialists and Elections Support Personnel |
| 4-77 | 3/20/1984 | Application Fee for Creation of Emergency Vehicle Zones |
| 4-82 | 12/28/2001 | Schedule of Fees for County Parking Facilities |
| 4-83 | 2/23/2001 | Rules, Regulations and Fee Schedule for Branch Auto Tag Agencies and Fees Paid by Agencies to the County |
| 4-85 | 12/5/1995 | Service Concurrency Fee Schedule, Standards, Evaluation Methods, Criteria, and Policies and Procedures |
| 4-86 | 7/23/1991 | Worthless Checks |
| 4-87 | 10/1/2001 | Fee Schedule for the Miami-Dade Dade County Stormwater Utility |
| 4-88 | 2/9/1995 | Medical Examiner Fees for Service |
| 4-90 | 9/15/1992 | Organization and Operating Procedures of the Metropolitan Dade County Stormwater Utility |
| 4-91 | 7/12/1994 | Administrative Order Outlining Procedures to Assess and Prioritize County's Needs, and Evaluate Community-Based Organizations Subject to Social and Human Services Committee Review |
| 4-94 | 12/17/1999 | Standards for Establishing the Nominating Process, Categories and Criteria for the County's Medal of Merit Award |
| 4-97 | 11/7/1995 | Fee Schedule for Overdue Library Materials, Meeting Rooms, and Library Equipment |
| 4-98 | 12/5/1995 | Schedule of Fees for Routine Medical Service Rendered to Incarcerated Inmates |
| 4-100 | 10/1/2000 | Policies and Procedures, Departmental Responsibilities and Fees and Fines for Parking Spaces for Persons Transporting Young Children and Strollers |
| 4-101 | 10/1/2000 | Schedule of Fees for TEAM METRO |
| 4-104 | 10/1/1997 | Schedule of Fees for Subscription to Receive BCC Regular and Special Meeting Agendas and Clerk's Summary of Minutes |

| | | |
|-------|------------|---|
| 4-107 | 3/18/2001 | Fee Schedule for the Consumer Services Department |
| 4-108 | 5/15/1998 | Rules and Regulations for an Electronic Filing System for Limited Branch Offices |
| 4-110 | 5/3/2002 | Schedule of Rates, Fees and Charges for the Miami-Dade Water & Sewer Department |
| 4-111 | 2/8/2002 | Fee Schedule for Department of Planning and Zoning |
| 4-112 | 10/1/2000 | Fee Schedule for Building Code Compliance Office |
| 4-113 | 9/19/1999 | Fee Schedule for Miami-Dade County Corrections and Rehabilitation Department Daily Inmate Subsistence |
| 4-114 | 10/1/1999 | Schedule of Fees for the Platting of Property by the Public Works Department |
| 4-115 | 10/15/1999 | Governing the Building Permit Process |
| 4-116 | 1/23/2000 | Fee Schedule For Miami-Dade Corrections and Rehabilitation Department Monitored Release Program |
| 4-117 | 1/23/2000 | Fee Schedule for Miami-Dade Corrections and Rehabilitation Department Work Release Program |
| 4-118 | 3/19/2000 | Modified Administrative Building Moratorium |
| 4-119 | 6/28/2002 | Fee Schedule for the Miami-Dade Park and Recreation Department |
| 4-120 | 3/8/2002 | Building Permit Process Alternative |
| 4-121 | 3/21/2003 | Fee Schedule for Miami-Dade County Courts self help collecting courts and drive legal programs |
| 4-122 | n/a | Vizcaya Museum and Garden Fees |
| 4-123 | 3/17/2006 | Miami-Dade County Fire Prevention Fee Schedule |
| 5-1 | 3/16/1982 | Telecommunications Services |
| 5-3 | 3/15/1965 | Central Duplicating Services |
| 5-4 | 3/15/1965 | Forms Control |
| 6-1 | 11/15/1998 | Travel on County Business |
| 6-2 | 3/15/1994 | Assignment, Operation, Acquisition, Maintenance and Disposal of County Vehicles |
| 6-3 | 5/7/1985 | Use of Private Vehicles |
| 6-5 | 7/16/1985 | Attendance at Local Conferences |
| 6-6 | 4/2/1991 | Acquisition, Approval, Assignment, Installation, Maintenance and Billing of Cellular Phones |

| | |
|------|--|
| 6-7 | 12/17/1999 Access To and Use of Internet Services and Electronic Mail (E-MAIL) |
| 7-1 | 10/18/1983 Conflict of Interest |
| 7-2 | 7/15/1980 Political Participation |
| 7-3 | 6/2/1981 Disciplinary Action |
| 7-4 | 7/25/1995 Tuition Refund Program |
| 7-5 | 12/1/1962 Labor Organizations |
| 7-6 | 3/1/1972 Personnel Policy on Equal Employment Opportunity |
| 7-7 | 10/22/1964 Employees Having Knowledge of a Crime |
| 7-8 | 3/21/1989 Employee Suggestion Program |
| 7-9 | 10/1/1976 Overtime Policy |
| 7-11 | 11/1/1994 Emergency Service Award Program |
| 7-12 | 3/4/1986 Employee Patent Rights |
| 7-13 | 6/15/1973 Employees Arrested on Charges Resulting from Performance on Job |
| 7-14 | 1/26/1993 Safety and Loss Prevention |
| 7-15 | 6/26/1998 Rates for Special Off-Duty Services |
| 7-16 | 7/7/1981 Administration and Delegation of Authority to Discipline |
| 7-17 | 9/7/1977 Reimbursement for Moving Expenses |
| 7-18 | 5/1/1998 Grievance Procedure |
| 7-19 | 11/7/1978 Performance Evaluation |
| 7-20 | 11/5/1985 Disposal of Unclaimed Personal Property |
| 7-21 | 11/15/1998 Personnel Policy for Centralized Employment Services |
| 7-23 | 11/20/1990 Reimbursement to County Employees for Loss of Personal Property |
| 7-24 | 12/2/1986 Records Management Program |
| 7-26 | 3/3/1987 Executive Service Award Program |
| 7-27 | 5/5/1987 Alcohol and Drug Screening for Pre-Employment and County Provided Physical Examinations |
| 7-28 | 11/17/1987 Sexual Harassment |

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| 7-29 | 12/15/1987 | Alcohol and Drug Screening for County Employees Based Upon Reasonable Suspicion |
| 7-30 | 4/20/2001 | Employee Recognition - Employees of the Month or Year |
| 7-31 | 12/4/1990 | Name-Clearing Hearings |
| 7-32 | 12/26/1997 | Expenditure of Budgeted Aviation and Seaport Department Promotional Funds and Expenditure of Airport Revenue for Promotional Activities |
| 7-33 | 12/20/1994 | Rates for Special Off-Duty Fire Rescue Services |
| 7-34 | 10/17/1997 | Naming of a Public Road Right of Way in Honor of a County Employee Who Gives His or Her Life in the Line of Duty |
| 7-35 | 7/23/1999 | Personnel Policy for Contractual Employment Services |
| 7-36 | 3/19/2000 | Workplace Violence |
| 7-37 | 4/21/2000 | Unlawful Harassment |
| 7-38 | 11/29/2002 | Employees Whose Required License or Certification is suspended, revoked or expired |
| 7-39 | 11/29/2002 | Employees Arrested On Duty or Off-Duty |
| 7-40 | 3/11/05 | Community Mentoring Initiative |
| 7-42 | 10/28/05 | Ethics Awareness Programs |
| 8-1 | 7/10/1990 | Acquisition or Lease of Real Property From the Private Sector |
| 8-2 | 2/4/1997 | Use, Care, Control and Disposal of County Property |
| 8-3 | 1/23/2000 | Special Event Permits in Park and Recreation Department Facilities |
| 8-4 | 5/5/1981 | Sale or Lease of County Real Property |
| 8-5 | 12/17/1999 | Permission to Conduct Private Business on Public Property |
| 8-6 | 4/7/1994 | Smoke-Free Workplace |
| 8-7 | 6/16/2000 | Deering Estate at Cutler Fee Waivers and Fee Reductions |
| 8-8 | 12/14/2007 | Sustainable Building Programs |
| 9-1 | 10/1/2001 | Organization of County Departments |
| 9-2 | 5/3/2002 | Office of Community Relations |
| 9-22 | 8/2/2002 | Delegation of Powers to the Department of Corrections and Rehabilitation |
| 10-2 | 11/2/1990 | Parking Enforcements Rules and Regulations |

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| 10-3 | 5/17/2002 | Building Product Approval Procedures |
| 10-4 | 12/17/1999 | Standards for Producing a Visitor Information Map for Distribution by Any Rental Car Companies in Dade County |
| 10-5 | 9/7/1993 | Interest Paid by the Miami-Dade Water and Sewer Authority Department on Customer Water and Sewer Deposits |
| 10-6 | 4/21/1994 | Delay Implementation of Windload Testing and Impact Test for Windborne Debris for Storm Shutters |
| 10-7 | 10/8/1996 | Appeal Procedures for General Hauler and Landscaper Permit Revocations and Denials |
| 10-8 | 11/3/2001 | Rules and Regulations of the Miami-Dade Water and Sewer Department |
| 10-9 | 8/2/2002 | Valuation of Unsafe Structures |
| 10-10 | 5/2/2003 | Duties and responsibilities of county departments for compliance with the Americans with Disabilities act (ADA) |
| 10-11 | 7/18/2003 | Privacy Standards |
| 10-12 | 12/10/2004 | Zoning Procedures for Advertisement of Issuance of Rockmining Certificate of Use and Rights to Appeal |
| 11-1 | 1/19/1982 | Energy Management Incentive Program and Energy Investment Fund |
| 11-2 | 3/16/1982 | Testing of Energy Saving Products |
| 11-3 | 10/1/1985 | Life Cycle Costing Procedures |

FREQUENTLY CALLED NUMBERS

| | |
|--|----------------|
| Airport Information | (305) 876-7000 |
| Animal Care & Control | (305) 418-7162 |
| Auto Tags..... | (305) 375-4977 |
| Benefits | (305) 375-5633 |
| Building Permits..... | (786) 315-2000 |
| Code Enforcement/Graffiti 24 Hour Hotline..... | (305) 375-3461 |
| Consumer Services..... | (786) 469-2333 |
| County Store | (305) 556-8106 |
| Courts | (305) 275-1155 |
| Emergency Management/Disaster Response..... | (305) 468-5400 |
| Fire Rescue Services..... | (786) 331-5000 |
| Garbage/Trash Collection | (305) 514-6666 |
| Communications – Answer Center..... | 311 |
| Homestead Exemption..... | (305) 374-4091 |
| Illegal Dumping Prevention | (305) 514-6666 |
| Inspector General’s Office | (305) 579-2593 |
| Insurance | (305) 375-4288 |
| Jail (Main) | (786) 263-7000 |
| Library (Main)..... | (305) 375-2665 |
| Mosquito Control..... | (305) 592-1186 |
| Parks, Recreation, & Open Spaces Department (Main number). | (305) 755-7800 |
| Police Department | (305) 476-5423 |
| Recycling | (305) 514-6666 |
| Retirement | (305) 375-5633 |

“WHAT TO REMEMBER”

Generally, why did Miami-Dade County voters adopt the Home Rule Charter on May 21, 1957?

Power to govern themselves within the limits prescribed by state law. Until then, any services they wanted to perform required an act of the legislature.

Generally, why did voters on November 13, 1997, change the name of “Dade County” to “Miami-Dade County?”

To acknowledge the international name recognition of Miami

What is the purpose of the 17 rights in the Citizens’ Bill Of Rights?

To protect the governed, not the governing

The County Mayor and Board of County Commissioners . . .

Provide city-type governance and services (such as fire and law enforcement) for residents of the unincorporated areas

Who has the power to create ordinances, commission districts, and municipalities?

Board of County Commissioners

How many terms can the County Mayor serve in his/her position?

Two-consecutive term limit

How many tiers does our County system of government have?

Two

GLOSSARY OF TERMS

Advisory Board – Citizens appointed by one of 13 County Commissioners to serve in an advisory capacity on legislative issues under the jurisdiction of such committee. Board members are required by law to submit financial disclosures each year to the Clerk of the Board.

Ad Valorem Taxes – Taxes paid on the fair market value of land, buildings, business inventory, and equipment excluding allowable tax exemptions. The tax is commonly known as property taxes.

Appropriations – Money set aside the Board of County Commissioners for a specific purpose.

BCC – Refers to the Board of County Commissioners.

Community Councils – Fifteen community boards created by the Board of County Commissioners to make certain zoning decisions and recommendations to the County Commission on local planning, services, and budgeting relating to their particular geographical areas. Each council has seven members, six are elected by the residents in their respective communities and one is appointed by the Board of County Commissioners. The Community Council is also known as the Community Zoning Appeals Board (CZAB).

Community Development Block Grant (CDBG) – A United States Housing and Urban Development funding program established to assist local governments in improving the quality of life in Targeted Urban Areas (TUA's), also known as low and moderate-income areas.

Comprehensive Development Master Plan (CDMP) – Refers to the County's land-use plan, which is required by state law. The County conducts Master Plan hearings twice a year in April and October for large-scale projects such as shopping centers as well as small-scale projects such as a supermarket. All changes to the CDMP must be approved by the State of Florida Community Affairs Department.

Convention Development Tax (CDT) – A three percent tax levied on hotel occupants countywide, except in Bal Harbour and Surfside, dedicated to the development and operation of local major exhibition halls, arenas, auditoriums, stadiums and convention-related facilities.

Efficiency and Competition Commission (ECC) - A commission established by Mayor Penelas in December 1997 charged with reviewing County operations to improve efficiencies. The Commission is composed of members of the Board of County Commissioners, private industry leaders, union representatives, and County staff.

Empowerment Zone – A federal initiative to create economic development and rebuild poverty-stricken communities. The program is designed to empower people and communities to create job opportunities. The Empowerment Zone of Miami-Dade County was approved in January 1999 and includes such as Allapattah/Civic Center, Florida City, Homestead, Liberty City, Little Havana, Melrose, Overtown, Wynwood, Miami International Airport, areas of the Central Business District, and the Seaport. Sites within the Zone that can be developed include Florida City, Homestead, Opa-Locka Airpark, and Northside/Poinciana Industrial Center (79th Street Corridor).

Federal Empowerment Zone – A geographic area designated the U.S. Secretary of Housing and Urban Development (urban areas) or by the U.S. Secretary of Agriculture (rural areas) as meeting criteria for selection and eligibility for tax incentives and credit, as well as special consideration for programs of federal assistance. (*See Miami-Dade Empowerment Trust, Inc.*)

Fire Rescue District Special Obligation Bond Program – A bond program approved by the citizens in 1994, to finance the construction of additional fire stations to meet the needs of a growing community.

Food and Beverage Tax – A one-percent (1%) tax levied on food and beverages at restaurants grossing in excess on \$400,000 annually and possessing a liquor license.

Impact Fee – A fee charged to developers on new construction to finance the cost of roads, parks, schools, fire and police facilities.

Local Option Gas Tax (LOGT) – A three cents per gallon tax paid by all Miami-Dade County gasoline consumers. This tax may only be used for transportation expenditures needed to meet the requirements of the county's Comprehensive Development Master Plan.

Majority Vote – Requires the vote of at least seven commissioners to pass a resolution or an ordinance.

Metropolitan Planning Organization (MPO) – Comprised of the 13 County Commissioners, the Mayor of Coral Gables or his/her designee, a representative from the City of Miami, North Miami, the chairman of the Miami-Dade Expressway Authority and the Florida Department of Transportation. The Board sets policy and designates funding for transportation projects in the County.

Miami-Dade Empowerment Trust, Inc. – A 19-member governing board established to address the County’s economic development and revitalization needs. The federal Empowerment Zone is designated for the period of January 1, 1999 through December 31, 2009. (*See Federal Empowerment Zone*)

Millage Rate – One mill equals \$1.00 of tax for each \$1,000 of taxable property value. The millage rate is the total number of mills of tax assessed. The rate is set each year by the Board of County Commissioners.

Ordinance – A rule or regulation established by majority vote at the Board of County Commissioners. Ordinances must be published in a daily newspaper at least one week prior to a public hearing.

Proprietary Agency – Commonly referred to as “self-supporting,” these agencies pay for all or most of their operating costs from user fees. Examples are the Aviation Department, Seaport, Public Works & Waste Management, Transit, and the Water and Sewer Department.

Reasonable Accommodation – Reasonable accommodation is a key nondiscrimination requirement under the ADA. It includes modifications or adjustments to processes, positions, worksites, schedules, or equipment to assist an applicant in the hiring process or to allow an employee to perform the essential functions of a job. Human Resources oversees reasonable accommodation issues.

Resolution – Policies set forth by the Board of County Commissioners, which require only one reading prior to adoption. Departments, Commissioners, or the Mayor present such items.

Secondary Gas Tax – A tax levy of two cents on gasoline sold in the state which is returned to counties to aide in the construction, reconstruction, and maintenance of roadways. This tax is commonly known as the “Constitutional Gas Tax”.

Special Taxing District – A geographic area in which the citizens agree to tax themselves for a particular service and that service is provided and paid for exclusively by the residents of that area. Examples are: street lighting, landscaping, and guard gates.

Sunshine Law - Applies to the gathering of two or more members of the Board of County Commissioners or a Community Council to discuss an issue which may or will come before that board for action and includes discussions between a commissioner and an administrator or staff member who is acting as a liaison between board members. The law requires that: 1) all meetings must be publicized, 2) meetings must be open to the public, and 3) minutes must be taken.

Targeted Urban Areas (TUA) – Under-served and underdeveloped neighborhoods in Miami-Dade County. These areas have been historically populated by residents who are economically disadvantaged and represent portions of Opa-Locka, Florida City, Homestead, West Coconut Grove, South Miami, Richmond Heights, Perrine, Princeton, Goulds, Leisure City, Naranja, Little Haiti, Overtown, Model Cities, Brownsville, Liberty City, Carol City, West Little River, 27th Avenue Corridor, and 183rd Street Corridor.

Unincorporated Municipal Service Area (UMSA) – The areas of Miami-Dade County that do not fall within one of the 35 municipalities. With a population that exceeds 1.2 million residents, the unincorporated area would form the largest city in Florida and one of the largest in the nation.

Urban Development Boundary – Refers to a line of demarcation on the western fringes of the County where no further development will occur.

2020 Plan - This plan gets its name from the year 2020, which delineates the County's comprehensive transportation plan for public roads, bridges and highways for the next 20 years.